

**UNITED STATES COURT OF APPEALS  
FIFTH JUDICIAL CIRCUIT  
600 CAMP STREET, ROOM 229  
NEW ORLEANS, LOUISIANA 70130**

JOSEPH L.S. ST.AMANT  
APPELLATE CONFERENCE ATTORNEY

## **POSITION RECRUITMENT ANNOUNCEMENT**

- Title:** Case Administrator  
Appellate Conference Program  
Fifth Circuit - New Orleans, Louisiana
- Salary:** CL-26 (\$36,777 - \$59,836 per annum)
- Duties:** Under the supervision of the Senior Conference Attorney, and working closely with the other conference attorneys and the Office Administrator, the Case Administrator will be responsible for the planning and execution of tasks constituting all of the case-related support functions of the Appellate Conference Program. In addition, the Case Administrator will undertake special projects assigned by the Senior Conference Attorney.
- Qualifications:** An undergraduate degree from an accredited university is required. A post-graduate degree in law is desired; however, a combination of education and a history of experience which provides equivalent qualifications for the responsibilities of the position will be considered.
- Skills:**
- Ability to administer case related support functions and the mediation docket of the Appellate Conference Program in a professional environment
  - Meticulous attention to detail, intelligent adherence to procedural requirements, the utmost judgment and discretion, and absolute compliance with the office's requirements of confidentiality
  - Effective oral and written communication skills, including the writing, editing and proofreading of documents for spelling, grammar, punctuation, style, abbreviations and correct legal citation formats
  - Proficiency in the use of computer programs, primarily database and word processing applications
  - Skill in administrative matters - file maintenance, record keeping, reporting, and preparation of presentation material
  - Ability to work harmoniously with senior administrative personnel within the court system

**Apply to:** Send cover letter, résumé, and salary history to:

Joseph L.S. St. Amant  
Appellate Conference Attorney  
U.S. Court of Appeals, Fifth Circuit  
600 Camp Street, Room 229  
New Orleans, Louisiana 70130

**Deadline:** The original deadline of April 22, 2005 has been extended until the position is filled. Those wishing to be considered are encouraged to submit the requisite documents as soon as possible.

*The Fifth Circuit is an Equal Opportunity Employer.*

**Notice:** Applicants are encouraged to apply as soon as possible. The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position(s) sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

**Benefits:** Employees of the U.S. Court of Appeals, Fifth Judicial Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

13 days paid annual leave per year for the first three years of service  
20 days paid annual leave per year after three years of service  
26 days paid annual leave per year after 15 years of service  
13 days paid sick leave accrued per year  
10 paid holidays per year, plus Mardi Gras Day  
Choice of medical coverage from a wide variety of plans  
Life insurance, long-term disability, and long-term care insurance options  
Participation in Flexible Spending Accounts plan for medical and dependent care  
Participation in the Federal Employees Retirement System  
Participation in the Thrift Savings Plan (similar to 401k, with matching \$)  
Direct deposit of federal wages